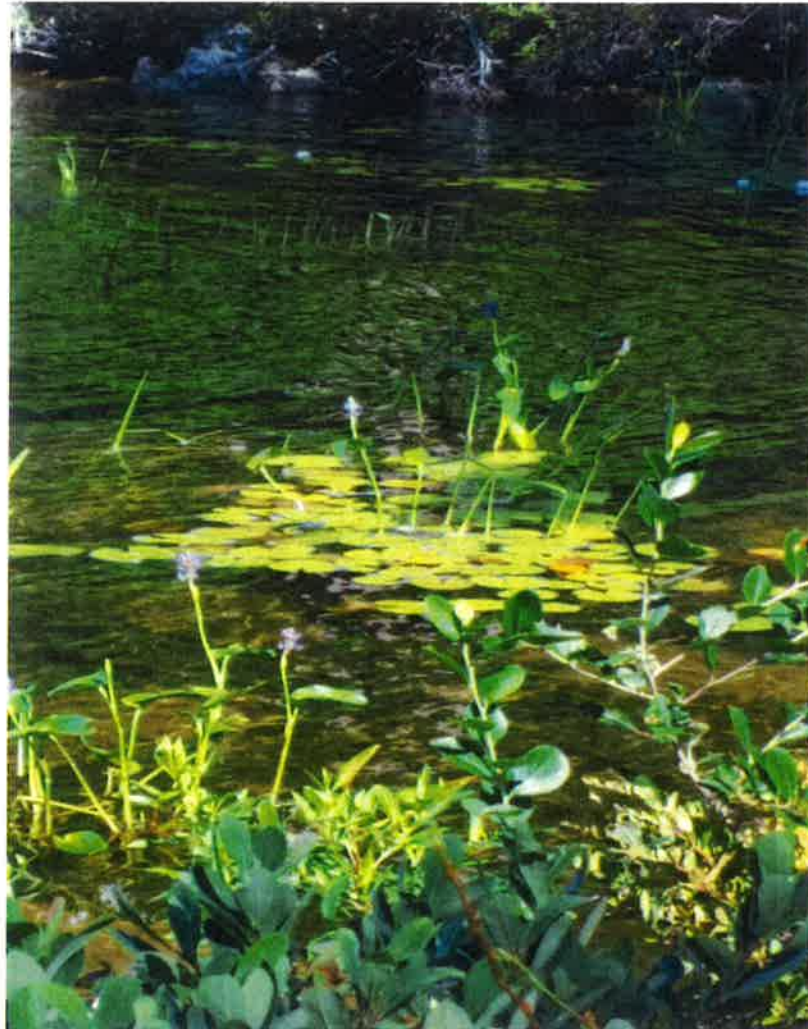


TOWN CLERK/FRONT OFFICE REPORT

MARCH 2018



TOWN CLERK/FRONT OFFICE REPORT
MARCH 2017

SPECIAL ELECTION: The Notice below will be mailed to every residence in Ward II.



TOWN OF BLADENSBURG SPECIAL ELECTION

MAY 31, 2018

7:00 a.m. – 7:00 p.m.

TOWN HALL

Due to the passing of our esteemed Council Member Beverly Hall, the Town of Bladensburg will be holding a Special Election to fill the remainder of her term as a Council Member in Ward II. The candidate elected to this position will fill out the remainder of Ms. Hall's term that ends October 2019.

Under Article II of the Town Charter- Town Government- Section 204-Vacancies:

- (a) If a vacancy is created in the Office of Mayor or any Council Member by reason of death, refusal or inability to act, disqualification, resignation or removal beyond the corporate limits of the city, then the remaining Council Members shall notify the Board of Supervisors of elections to proceed to fill such vacancy by special election which must be held within sixty (60) days of the date the vacancy is created, for the balance of the term of the Mayor or that of a Council Member.

Persons interested in filing as a candidate must do so by close of business (5:00 p.m.) **April 16, 2018**, as per the Town's Charter (45 days prior to the election) **Candidates must be a Registered Voter residing in Ward II.** You can receive a Candidate Filing Application by contacting Patricia McAuley, Town Clerk at 301-927-7048 or pmcauley@bladensburgmd.gov.

Important Dates:

- Last Day to Register to vote for Special Election: May 1, 2018
- Last Day to apply for an Absentee Ballot: May 24, 2018

Meetings:

Ms. Griffin attended a Port Towns' Day Planning Committee meeting. This is the showcase event for the community and takes place in September of each year.

Ms. McAuley attended weekly Management Team meetings.

Ms. McAuley met with Professor Linebaugh and Mr. Parker concerning the Bostwick restoration projects.

Website Training

Ms. McAuley, along with other Management Staff, attended a training session on how to add and edit information onto the Town's new website. Another session for Ms. McAuley, Ms. Dureke, and Ms. Sandlin will be scheduled in the near future as they will be the persons most responsible for data entry on the site.

Bostwick

Plans continue for the restoration of the Buttress and front porch. There will be opportunities for the community to "watch" the historic preservation work in progress and interact with those performing various tasks such as documentation, carpentry and masonry.

Ms. McAuley coordinated with Counsel for MNCPPC concerning the signing and land records filing of the easement agreement between the agency and the Town. This agreement is necessary in order to receive a Historic Preservation Commission grant. This easement will be filed with the Land Records at the County. The State already has an easement on the property. This was filed when Bostwick was purchased for the Town with State Bond Bill and MNCPPC funds in 1998.

Community Development Block Grants

The Town Engineer is preparing the bid documents for PY 43, (sidewalk replacement on Tilden Road, adjacent to David Harrington Park).

Summer Intern Program

Ms. McAuley and Ms. Griffin worked with Ms. Dureke to draft two job announcements for this program. One intern will work in marketing intern under the direction of Ms. Dureke and the second intern will serve in the administrative office. These announcements are currently being reviewed by the Town Administrator.

Some Facts About the Front Office Staff

Both Ms. Griffin and Ms. McAuley are **Notary Publics**. Please call in advance to ensure they are available to serve you. There is a \$4.00 fee to notarize a signature on each document and a \$1.00 fee for each additional signature on said document.

Ms. McAuley is the **State Retirement Coordinator** for the Town. All questions related to State Retirement benefits should be directed to her. All employees and Elected Officials are required to contribute 7% of their gross salaries toward their pension accounts. The Town matches this with 7%. Employees are vested after ten years of service if they were employed post 6/30/11. Employees hired prior to this date were vested after five years.

Ms. Griffin is enrolled in the **Academy of Excellence** program through the Maryland Municipal League. This program requires persons to attend core and elective classes related to municipal government operations, legislation, best practices and other subjects of interest to those serving our communities.

